

Delaware Department of Correction Annual Report



July 1, 2008—June 30, 2009

Working Together to Keep Delaware Safe



Jack Markell, Governor
Matt Denn, Lt. Governor
Carl C. Danberg, Commissioner

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Mission Statement



*“To protect the public by
supervising adult offenders through
safe and
humane services,
programs and facilities.”*



Statutory Provision

On July 10, 1975, Governor Sherman W. Tribbitt signed into law Senate Bill 487 which created the Delaware Department of Correction, effective July 1, 1975. The bill transferred the Divisions of Juvenile and Adult Correction from the Department of Health and Social Services to the new Department of Correction.

The Department was statutorily established under 29 Delaware Code, Chapter 89 and 11 Delaware Code, Chapter 65. Section 6501 establishes the Department of Correction, and Section 6502 identifies the purpose of the Department.

In 1984, the Division of Juvenile was transferred to the Division of Youth and Family Services. The only juveniles currently under the Department's supervision are at the Howard R. Young Correctional Institution in the Young Criminal Offender Program (YCOP) which manages the most difficult youthful offenders.



Goals and Challenges

Within our mission is an overriding objective to increase public safety

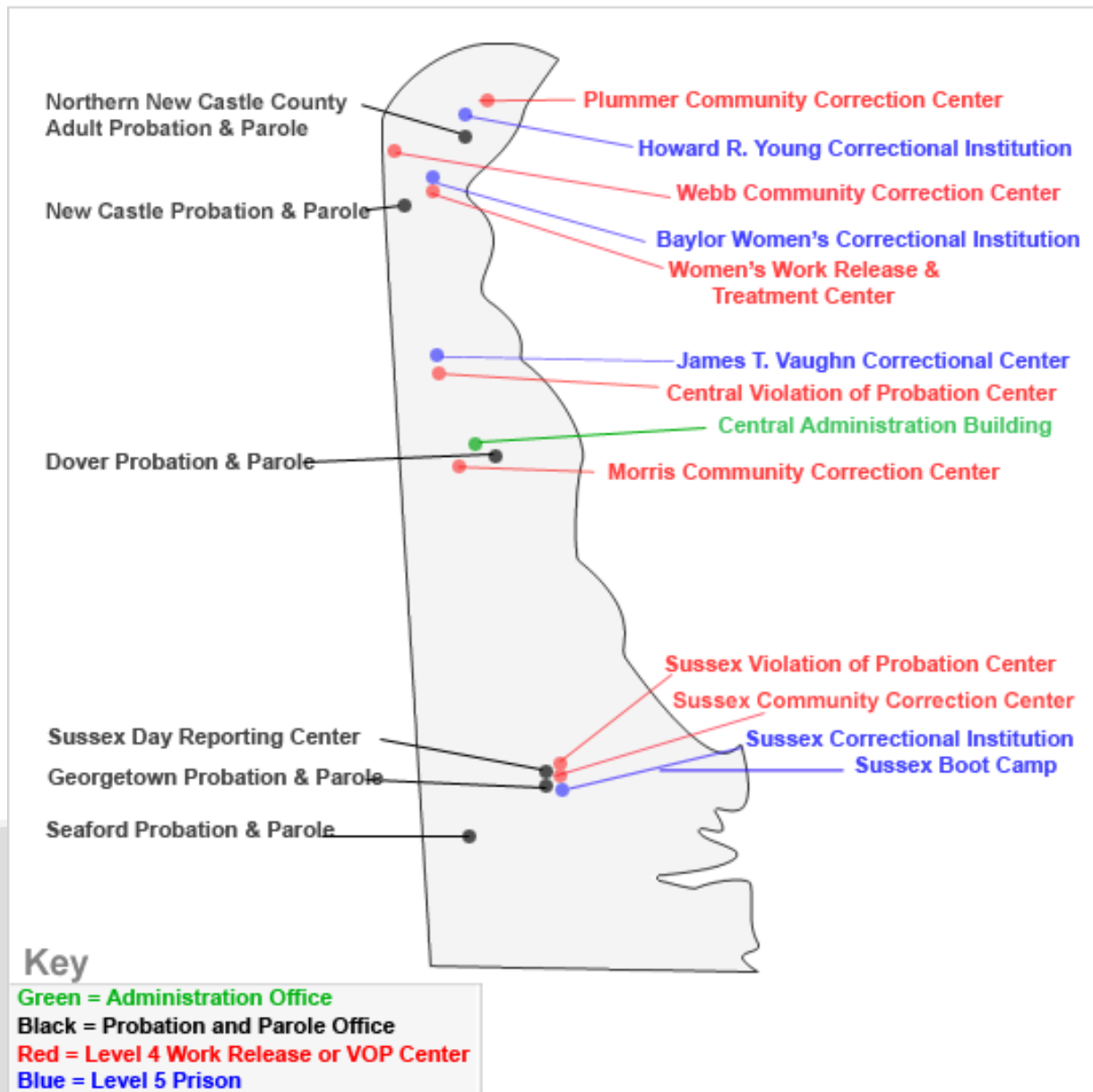
GOALS:

- Enhance public safety through the supervision of adult offenders within our facilities and in our communities;
- Create an environment conducive to productive offender programming and treatment;
- Maintain a stable and skilled workforce, particularly in the correctional officer series through specific recruitment initiatives and varied professional development opportunities;
- Ensure that every inmate receives medical health care in compliance with the National Commission on Correctional Health Care standards;
- Reduce recidivism through collaboration among state agencies and community organizations.

**The Department has broadly defined the
CHALLENGES we face within
5 MAIN FOCUS AREAS**

- **OFFENDER HEALTH CARE**
- **POPULATION MANAGEMENT**
- **SAFE AND SECURE OPERATIONS**
- **WORKFORCE DEVELOPMENT**
- **INFRASTRUCTURE**

Statewide Facilities and Offices



The Delaware Department of Correction is responsible for eighteen facilities and offices statewide.

Commissioner's Message

- Commissioner Danberg was nominated by Governor Minner and unanimously confirmed by the State Senate in February 2007. He was reappointed by Governor Jack Markell in January 2009.
- Co-Chair of Domestic Violence Coordinating Council
- Appointed and served as Attorney General for the State of Delaware from 2005-2007
- Chief Deputy Attorney General from August 2004 to December 2005
- Deputy Principal Assistant to retired Commissioner Stan Taylor from June 1996 to August 2004
- Previous Deputy Attorney General representing Corrections
- Graduate of Widener Law School
- Major in Judge Advocate General's Corp of the Delaware Army National Guard
- Adjunct Professor at the University of Delaware
- Active member of Association of State Correctional Administrators, Northeast Association of Correctional Administrators, American Bar Association and Delaware Bar Association



Letter from the Commissioner

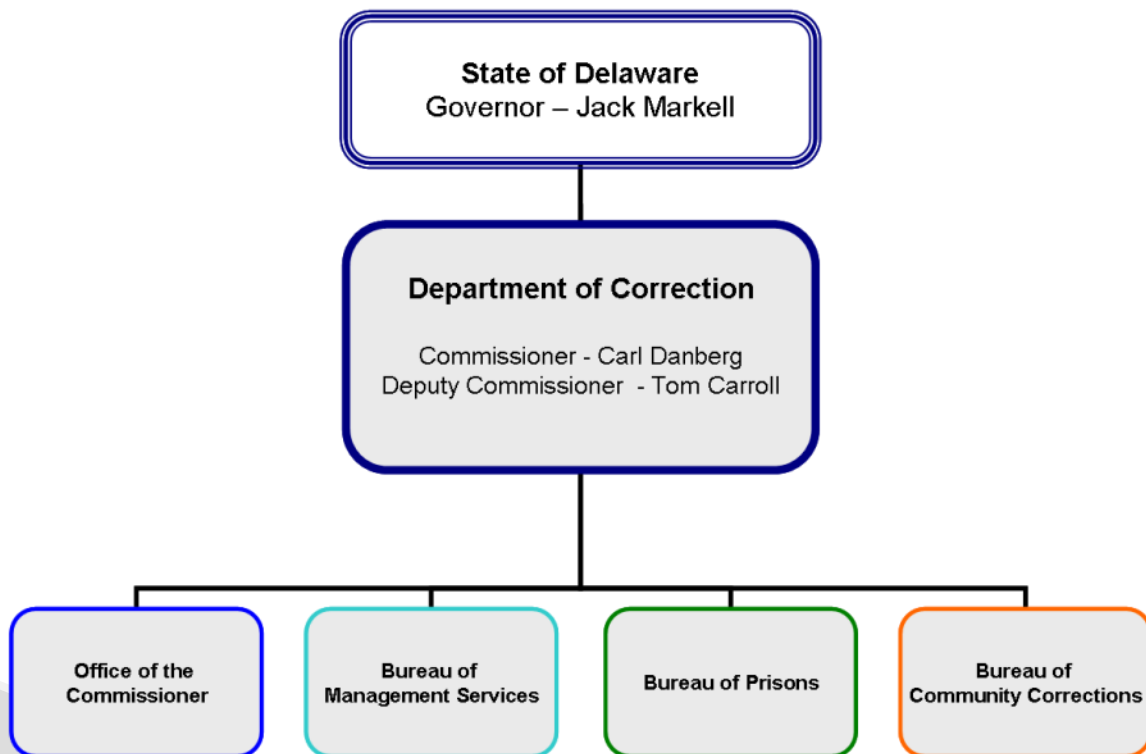
The dedicated employees of the Delaware Department of Correction work each day to keep our correctional institutions running smoothly and to ensure public safety. This document highlights some of our achievements during Fiscal Year 2009, as well as documenting personnel changes and other general information about the Department.

As in years past, we continue to follow our mission of protecting the public by supervising adult offenders through safe and humane services, programs and facilities. And we continue our primary areas of focus - population management, offender healthcare, workforce development, safe and secure operations and infrastructure.

I want to thank the Department's dedicated staff for their efforts to ensure that we continue to protect the public's safety while also delivering the needed services to our offender population. That hard work will continue into the next fiscal year, despite the financial challenges ahead.

Carl C. Danberg
Commissioner, Delaware Department of Correction

Department Organizational Structure



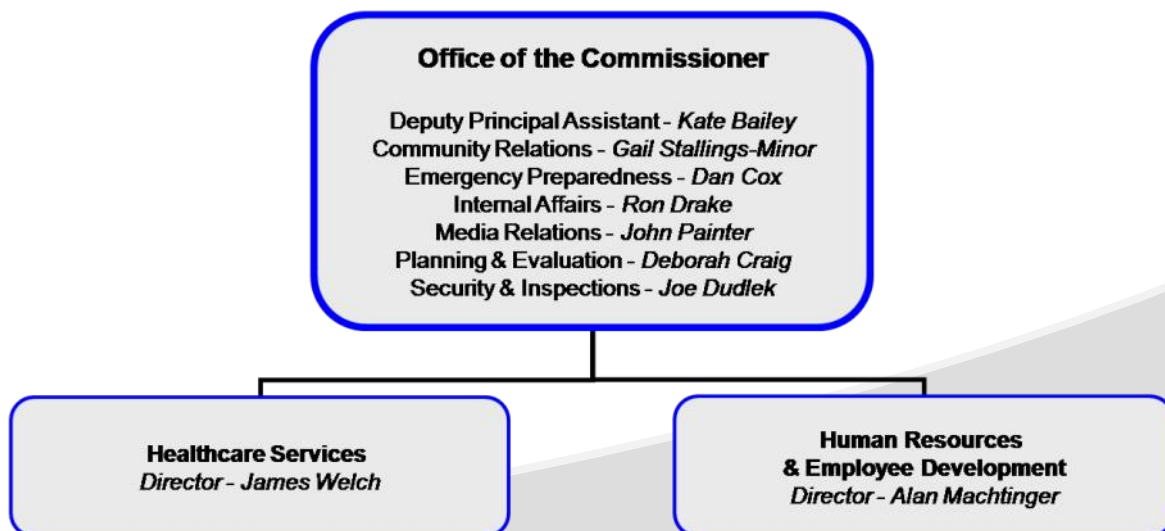
- The Department of Correction consists of the Office of the Commissioner and three bureaus: Management Services, Prisons and Community Corrections.
- The Department collaborates with agencies, as well as advisory boards, in support of our public safety mission.
- Delaware has a unified correctional system which manages offenders from pre-trial status through incarceration and community supervision.
- The Department supervises approximately 6,900 inmates in prison and about 17,220 probationers in the community and has a staff complement of 2,608 employees with a Department budget of \$259.1 million.

The Office of the Commissioner

The Office of the Commissioner, including his executive staff, provides leadership, policy direction, moral guidance, monitoring of operations and support for ongoing activities related to the Department's vision, mission, and top priorities.

The Office of the Commissioner directs :

Human Resources, Employee Development and Training,
Health Services, Internal Affairs, Media/Community Relations
Emergency Preparedness, Planning and Security Inspections



Commissioner Danberg swears in a new correctional officer

The Office of the Commissioner

Human Resources and Employee Development Center

Alan Machtinger, Director of Human Resources
Kathy Mickle-Askin, Director of Training

Human Resources

Human Resources is responsible for recruitment of staff, employee records management, personnel transactions, pay and benefits, position management and classification, labor relations and employee grievances, employee evaluation and discipline, equal opportunity enforcement, and diversity training. Human Resources personnel process all new employee paperwork, work with the Department's Internal Affairs unit to ensure clearance/background checks are completed and properly documented, and organize job fairs.

- **Human Resources processed more than 4,400 applications in FY09 for Correctional Officers.**
- **Three job fairs were held to recruit officers.**
- **There were 160 new Correctional Officer hires within the Department (includes all classes).**

The Office of the Commissioner

Department Staff Training Relief Officers (STRO)



Accomplishments:

- Reduced the number of correctional officer vacancies from 94 to 85. Of those position vacancies, 41 were unfunded, thereby leaving 44 available vacancies.
- Negotiated a labor agreement with the Correctional Officers Association of Delaware (COAD).
- Published four issues of the employee recognition newsletter "The Guardian" and one issue of the Human Resources newsletter "DOC Matters."
- Centralized the administration of the Family Medical Leave Act (FMLA).
- Conducted a survey throughout the Department relative to diversity and the work environment.
- Chaired the State Employee Charitable Campaign and increased contributions of DOC employees by 14 percent, from \$58,183 in 2007 to \$66,897 in 2008.

The Office of the Commissioner

The Employee Development Center (EDC)

The Employee Development Center is responsible for providing and coordinating all Department-wide initial training, re-qualifications, program development and assistance to facilities in the development of in-house training efforts and curriculums. The EDC is also responsible for the Department's Employee Assistance Program.

In addition to the ongoing basic training, the past year is highlighted by the following accomplishments:

- Online courses included "Awareness and Recognition of MRSA in the Correctional Environment," suicide refresher training and a wide range of supervisory and management courses offered by the National Institute of Corrections at no cost to the Department of Correction.
- Continued Emergency Preparedness Training for DOC employees.
- A cohort group of 29 supervisors and managers successfully completed the National Institute of Corrections blended learning course called "Management Development for the Future." This program included classroom-based training, online courses in relevant management topics, assigned readings and action learning projects.



- Coaching and Counseling Training was offered three times and continues to receive high marks.
- Suicide prevention refresher training has been given to more than 83 percent of correctional officers.
- Supervisory refresher training was initiated based on the NIC curriculum, "Staff Supervision for Corrections Professionals."
- The staff of the EDC has also provided training services to other agencies in the areas of CPR and First Aid, defensive tactics and defensive postures, NIC "Thinking for Change" training.
- LSIR-SV training for institutional treatment and classification staff for the state's prison re-entry initiative.

The Office of the Commissioner

- Employees who complete the Correctional Employee Initial Training (CEIT) for Correctional Officers or the Basic Officer Training Course for Probation & Parole Officers (BOTC) are eligible to receive credit through Excelsior College.
- The CEIT and BOTC Training is also approved by the Veteran's Administration (VA) for cadets who receive VA benefits.



CEIT Graduation

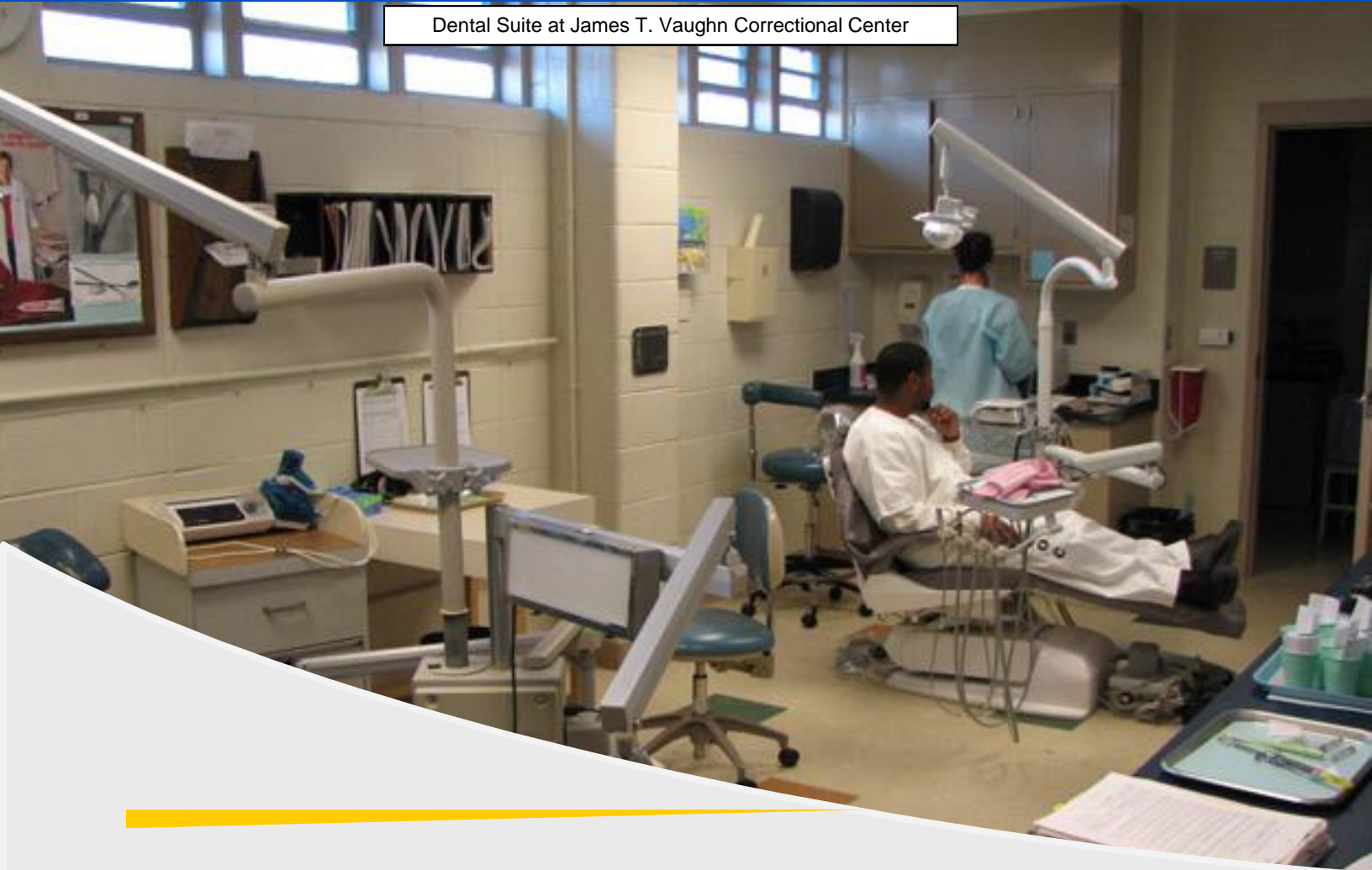
- **The Employee Development Center provides pre-service and refresher training at the Training Academy in Dover.**
- **Correctional Employee Initial Training (CEIT) for new employees working within the prison is 8 1/2 weeks.**
- **Basic Officer Training Course (BOTC) for Probation and Parole Officers is 9 weeks.**

BOTC ACTIVITY FY 09		
	Started	Graduated
P & P Officers	12	12

CEIT ACTIVITY FY 09		
	Started	Graduated
C/Os	183	162
Counselors	1	1
TOTAL	184	163

The Office of the Commissioner

Dental Suite at James T. Vaughn Correctional Center



Office of Health Services (OHS)

The Office of Health Services (OHS) was created in 2005 to maintain or improve the health status of the offender population while providing a safe working and living environment for offenders and staff. The Office also provides oversight of the daily medical and mental health operations of the contracted medical provider to ensure National Commission on Correctional Health Care standards are continuously met and maintained. Office staff includes a physician medical director, physician, registered nurses and nurse trainers, master's level mental health clinicians and compliance monitors.

The State of Delaware entered into a Memorandum of Agreement (MOA) with the United States Department of Justice in 2006. The OHS is responsible for providing the DOJ with current information regarding the state's progress toward implementing the Department's Action Plan. Of the 216 MOA provisions, 97 percent are in partial or substantial compliance.

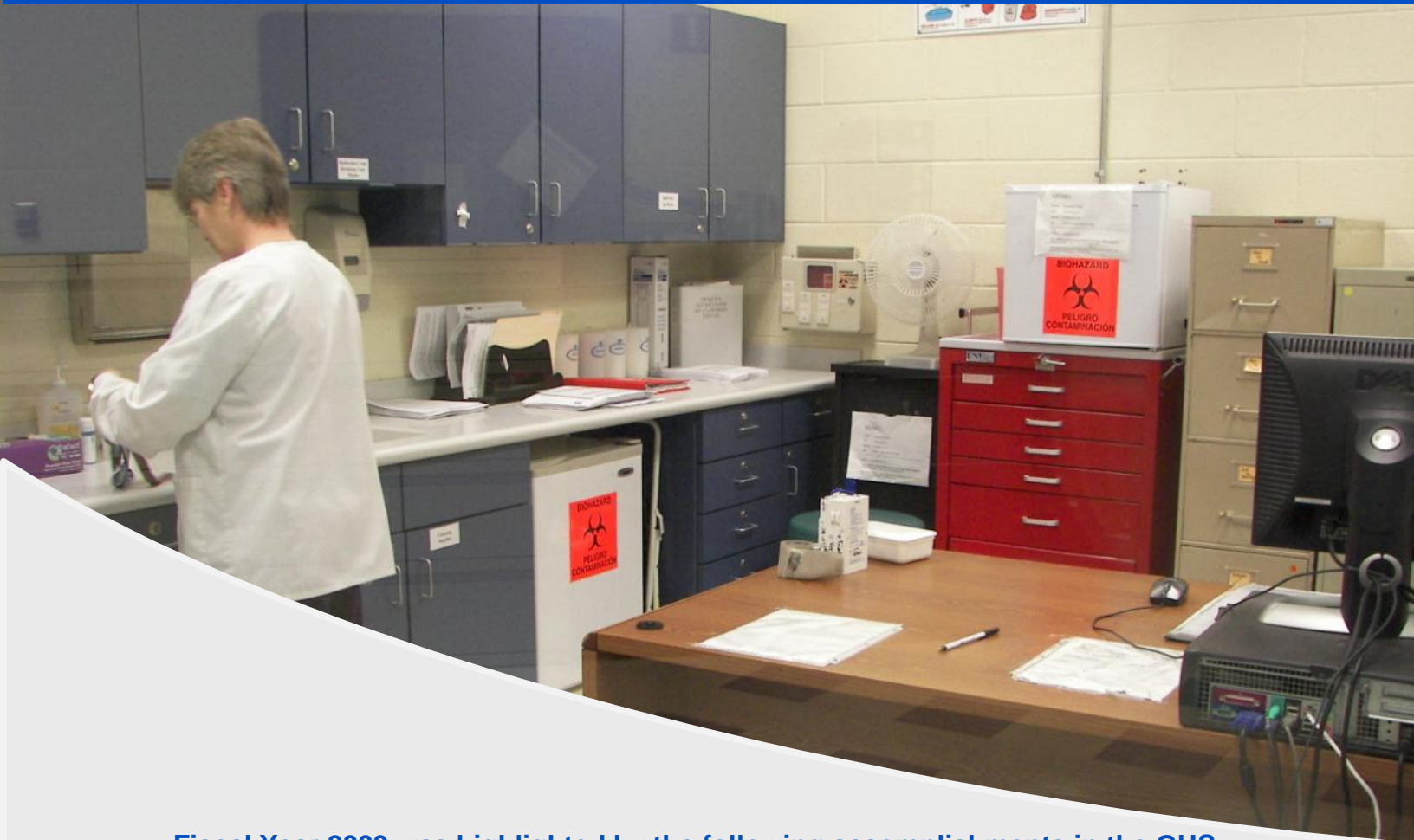
The Office of the Commissioner



Dr. Spencer Epps became the Department of Correction's first Medical Director on April 13, 2009. In that position, Dr. Epps assists in management of healthcare services, specifically working toward the improvement of quality of care, substance abuse services and mental health services. He previously served as president of Apollo Science Consulting, a Wilmington-

based medical and scientific consulting firm he founded. Dr. Epps is also the founder of the Apollo Human Rights Foundation, a local charity that provides funding and clinical support to child HIV and AIDS initiatives abroad and works to provide low-income children in Delaware with health insurance coverage. He holds a bachelor's degree from Georgetown University School of Foreign Service, a medical degree from Yale School of Medicine and a master's degree in business administration from London Business School.

The Office of the Commissioner



Fiscal Year 2009 was highlighted by the following accomplishments in the OHS:

Medical

- Contracted for comprehensive assessment of feasibility for potential Central Medical Facility for the Department of Correction.
- Provided flu and Hepatitis A and B immunizations to correctional officers and other DOC employees in partnership with the Division of Public Health.
- Oversaw design and construction start of medical space at SCI.
- Reconfigured existing space at HRYCI for medical usage to increase efficiencies.
- Created new strategy for issuing RFP for medical services that includes shared risk and the option of having multiple vendors.
- Established Heart Healthy menu for offenders to increase overall health and decrease long-term medical costs.

The Office of the Commissioner

Mental Health

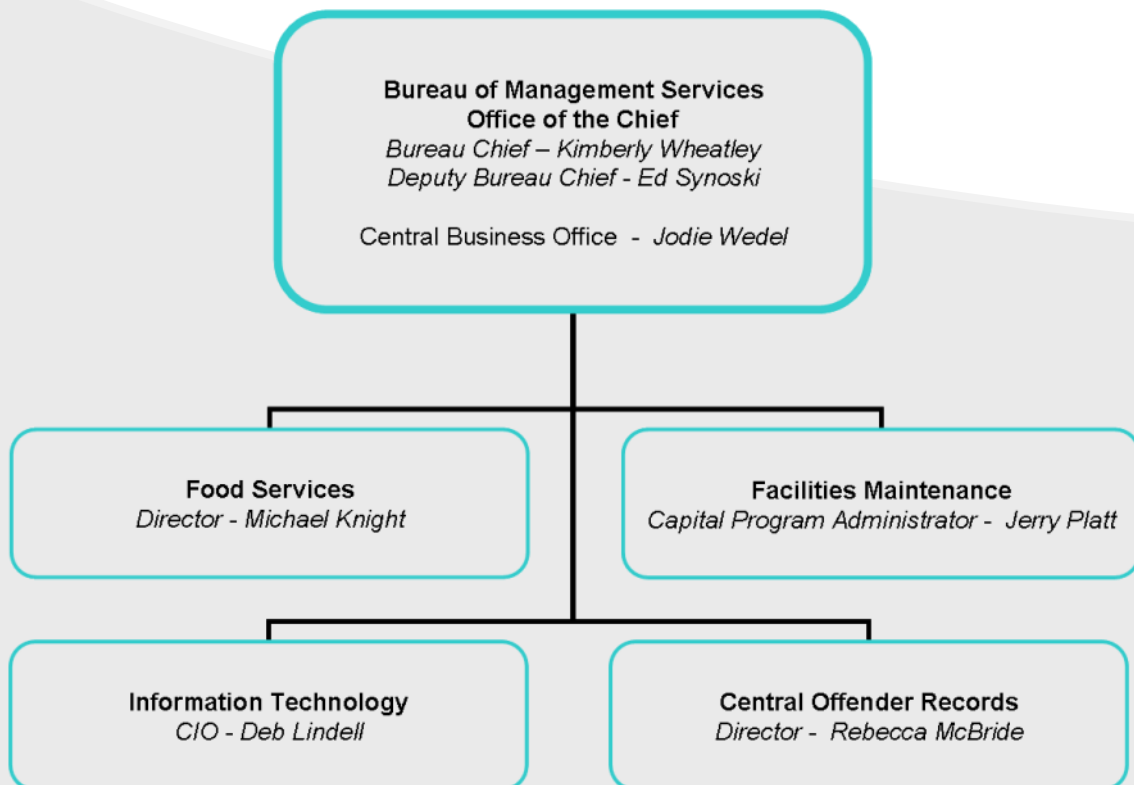
- Established regular, documented supervision for all mental health counseling staff by a licensed clinical supervisor.
- Worked with vendor to bring four licensed psychologists who provide clinical oversight at the facility level.
- Established timely schedule for routine counseling visits, sick calls and referrals.
- Significantly increased psychiatric care hours in DOC facilities, as well as adding regular psychiatric care providers at each site. Also, an active and responsive director of psychiatry oversees the psychiatric care providers. Due to these changes, psychiatric care in DOC facilities represents the greatest area of improvement in health care services for the Department.
- Developed a comprehensive policy to provide for standardization of programming requirements, screening, admission, and release planning for special needs offenders.
- Continued to provide suicide prevention training and refresher courses to all DOC/contractual staff who work directly with inmates.
- Developing transition plans, with input from Delaware Psychiatric Center and DOC, Security, Medical, and Mental Health that are provided to the Court prior to inmates returning to the DOC.
- Developed a relationship with the Delaware Division of Substance Abuse & Mental Health (DSAMH) Eligibility and Enrollment Unit and cooperative planning has taken place on multiple occasions to identify structured care for mental health patients being released into the community.
- Began quarterly meetings between DOC treatment and mental health providers and DSAMH and their contracted providers to identify and address barriers to providing continuity of care.
- Initiated a pilot sex offender program provided by an individual credentialed in sex offender treatment. The program serves 20 individuals, who are generally between 12 and 18 months of release and are in need of assessment, monitoring and treatment prior to transitioning to the community environment. This new pilot is raising the clinical standard and intended to provide additional continuity with community providers.

Bureau of Management Services



Kim Wheatley, Bureau Chief

BMS plays a leadership role in the Department's centralized policy functions such as budget management and analysis, liaison activities with other state agencies and legislative initiatives. BMS provides the centralized business side of correctional services, managing a budget that grew from \$193.1 million in Fiscal Year 2004 to \$259.1 million in Fiscal Year 2010.



Bureau of Management Services

CHANGES IN THE BUREAU OF MANAGEMENT SERVICES

Kim Wheatley became Bureau Chief of Management Services on February 9, 2009. She was previously Deputy Director of Budget Development, Planning and Administration in the Office of Management and Budget. She held that position for about three and a half years. Before that, she worked at OMB as a Senior Fiscal and Policy Analyst. Prior to her work at OMB, she was a Fiscal Administrative Officer for the State's Department of Health and Social Services, Division of Substance Abuse and Mental Health. Wheatley replaced Joyce Talley, who retired after more than 40 years of state service.

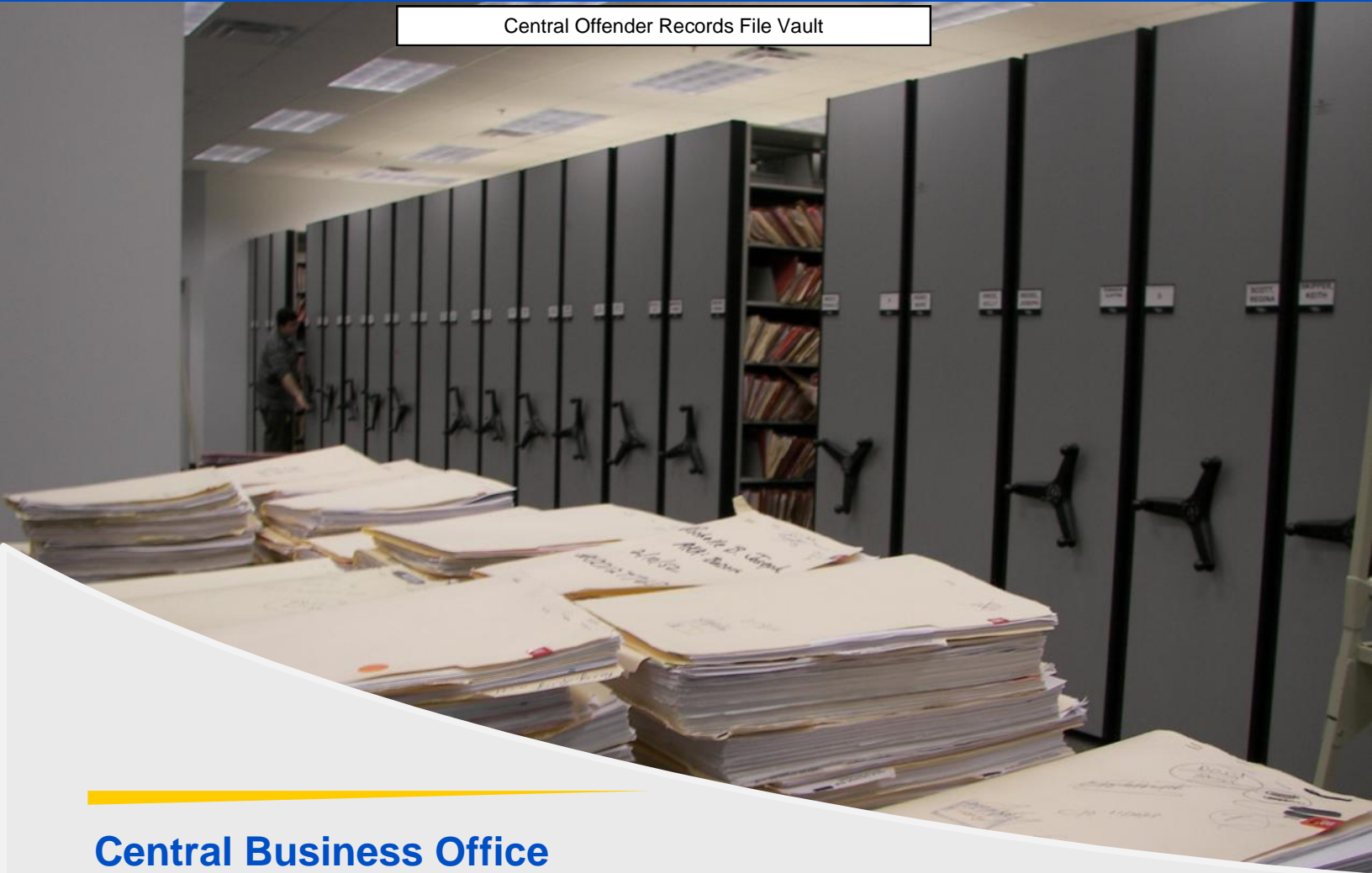


Significant accomplishments for the past year include:

- All units within the Bureau have completed 100 percent of performance plans and reviews for all full-time employees.
- Initiated development of a Bureau-wide policy manual. While the other bureaus within the Department have long-standing written policies and procedures, BMS has started this project from scratch.

Bureau of Management Services

Central Offender Records File Vault



Central Business Office

This unit is responsible for the Department's financial functions and operations, including payroll processing, accounts payable and receivable, grant management, budget preparation, fiscal year close-out and start-up, Supercard management and vendor financial tracking.

During the past year, significant accomplishments of this unit include:

- Continued training efforts on financial processes and activities for all interested Department employees.
- Established a shared information drive to provide all Department financial officers with the ability to retrieve end of the month financial reports on the intranet. This information is then used to prepare monthly budgetary analysis, and has expedited the monthly forecasting process.

Bureau of Management Services

Support Services

This unit is responsible for all facets of contracting and procurement, department-wide mail/courier services and fleet management.

During the past year, significant accomplishments of this unit include:

- Created the Purchasing newsletter, Purchasing \$ense, and distributed the inaugural issue in September 2008. The newsletter is circulated on the first day of each month to Department financial and purchasing staff, and includes policies, procedures and helpful hints.
- Coordinated the return of 17 percent of the Department's leased vehicles in April 2009 to meet the Governor's directive of reducing the statewide fleet. As a result of the reduction, the Department saved more than \$270,000 annually.
- Collaborated with the Central Business Office and created a joint Purchasing and Accounts Payable training class for Department employees.

Central Offender Records (COR)

This unit manages and maintains all inactive institutional and probation/parole offender records, as well as the active legal section of an offender's case files. COR has overall responsibility for all legal aspects of offenders from date of incarceration to release, as well as monitoring sex offender registration and victim notifications for the Department as required by the Delaware Code. COR serves as a centralized source of offender information.

During the past year, significant accomplishments of this unit include:

- Finalized the centralization of facility records units into the Administration Building, including the final relocations of BWCI and SCI.
- Developed and implemented new business processes and procedures due to centralization of records staff, and to better serve the needs of the Department's facilities.

Bureau of Management Services

IT Computer Training Lab



Information Technology (IT)

This unit manages all aspects of delivering technology resources to the Department, and enhances functions through automation. IT partners with the Department of Technology and Information (DTI) for core technology requirements, such as electronic mail, inmate telephone systems, and housing for the infrastructure of the Department's primary application. The Department, through the IT unit, contributes to the common computing resources for statewide law enforcement, and shares the resources of other agencies that support the Department's mission and objectives.

The Delaware Automated Correction System (DACS) is the Department's offender management system. A key to the Department's success, DACS allows the continuous, real-time tracking of offender data, from correctional officers and probation officers to all levels of management, and continues to evolve as the needs of the Department changes. IT devotes nearly all of its time and resources to the continuous improvement and maintenance of this mission-critical application.

Bureau of Management Services

During the past year, significant accomplishments of this unit include:

- Spearheaded the effort to document requirements for an Electronic Medical Record (EMR) system. The EMR program will allow for the sharing of offender medical data, test results and treatment information between facilities and with other medical service providers, without the physical transfer of paper documents.
- Developed a new “DACSBoard” program to allow data to be presented in a holistic manner, providing views and trends on population, incidents and the overall health of a facility. This system is in use today and enhancements will continue.
- Created an on-line tracking system (Training and Educational Development) for Department training programs. This system allows for scheduling and registration of extensive training programs, as well as other training an employee may attend. The system allows an employee to view and track their personal training records.
- IT has continued to make progress on several initiatives that will be completed during the upcoming year: incorporating full classification automation into DACS to determine an offender’s profile and the sequence of programs thereby allowing for successful integration into and out of the correctional system; and integrating educational and work programs into DACS to facilitate the calculation of sentence-reducing good time.

Screen Shot of the On-Line Training and Educational Development System (TED)



Bureau of Management Services

Kitchen Facility at JTVCC



Food Services/Central Warehouse

This unit prepares more than 8 million meals annually for offenders in all of the Department's facilities and ensures proper and safe food handling by all employees. The unit provides meals which meet state and federal requirements ensuring well-balanced meals while working with the medical unit to address the special dietary and therapeutic food needs of offenders. The Central Warehouse is responsible for ensuring that housekeeping items and food service supplies are distributed to all facilities in a timely and efficient manner.

Bureau of Management Services

During the past year, significant accomplishments of this unit include:

- Implemented a heart healthy menu for all offenders, to include items such as switching from 1 percent fat milk to non-fat milk and incorporating more soy-based protein to replace meat products. The heart healthy menu also creates more vegetarian options for the offender population.
- Finalized specifications on a new Central Supply freezer that will allow for quarterly deliveries from vendors instead of monthly deliveries, which will reduce transportation costs. The new freezer is scheduled to be operational in September 2009.
- Conducted four ServSafe Food Protection Manager courses with an average score of 88.5. (The required score for passing the class is 75.)
- Complied with Child Nutrition program requirements. This program provides reimbursement for providing nutritionally compliant components to all offenders who are under 21 years of age and meet the established criteria. Federal reimbursement is realized through verification and documentation of files maintained by Food Services through the Department of Education. The unit has seen increases in this reimbursement from approximately \$400.0 in Fiscal Year 2001 to \$849.8 in Fiscal Year 2009.



Kitchen Facility at James T. Vaughn Correctional Center

Bureau of Management Services

New exterior masonry at HYRCI



Facilities Maintenance

This unit is responsible for maintaining all of the Department's facilities, as well as some leased space. The unit participates in the design process and construction administration of all newly constructed facilities and all minor capital improvements. Maintenance staff is versed in a wide range of technologies and areas of expertise in maintaining our facilities, which range in age from new to approximately 80 years old.

Bureau of Management Services

During the past year, significant accomplishments of this unit include:

- Oversaw the complete renovation of the HRYCI heating, ventilation and air conditioning (HVAC) system, as well as the installation of computerized controls. Significant energy savings from this effort are anticipated.
- Completed in excess of 19,000 work orders utilizing a budget of \$3.1 million per year.
- Performed routine safety inspections at all facilities with a focus on the review and correction of specific complaints and problems.
- Oversaw and ensured compliance with various state and federal codes and regulations working in conjunction with other organizations such as the Department of Natural Resources and Environmental Control (DNREC) and the Environmental Protection Agency (EPA).
- Oversaw the design and construction for the replacement of the exterior masonry at HRYCI.



Maintenance Staff making repairs

Bureau of Prisons

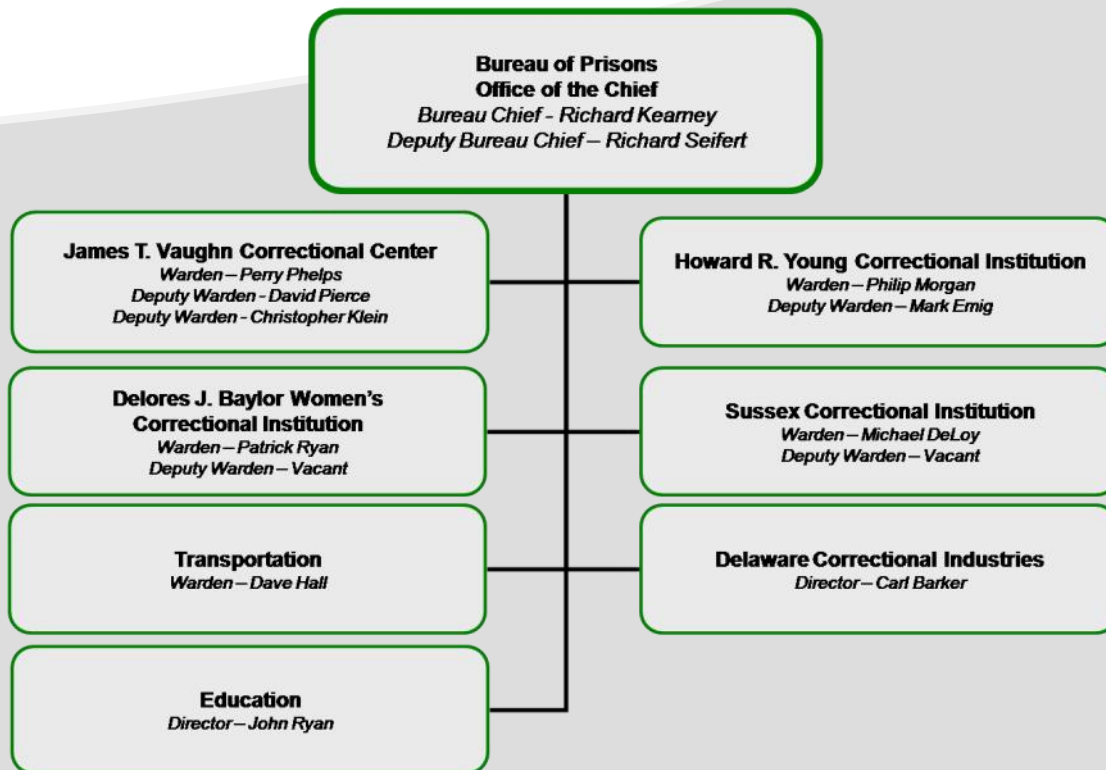


Richard Kearney, Bureau Chief

The Bureau of Prisons provides administrative support for the four institutions that house the Level V population. The Bureau of Prisons provides protection for the public through incarceration of the offender and through rehabilitation of the offender to prevent future crime.

The Bureau of Prisons is also committed to providing a safe and humane living environment for the incarcerated offender and a range of correctional programs necessary to meet the needs of both society and the individual while implementing court-ordered sanctions in the least restrictive environment consistent with public safety.

In addition to the institutions, the Bureau is also responsible for the Court and Transportation Unit, the Correctional Emergency Response Team, the K-9 Units, Correctional Industries, Offender Education, Prison Arts, and the Young Criminal Offender Program (YCOP) at the Howard R. Young Correctional Institution in Wilmington.



Bureau of Prisons



*“ . . . Provide Protection for the
Public through Rehabilitation . . . ”*

Bureau of Prisons - Facilities



Warden Pat Ryan



Delores J. Baylor Correctional Institution

660 Baylor Blvd, New Castle, DE 19720

Opened 1991	Females only
Design Capacity	200 Beds
Operating Capacity	320 Beds
Average Daily Population	386



Howard R. Young Correctional Institution

1301 East 12th Street, Wilmington, DE 19801

Opened 1982	Males only
Design Capacity	867 Beds
Operating Capacity	1180 Beds
Average Daily Population	1634



Warden Phil Morgan

Bureau of Prisons - Facilities



Warden Perry Phelps



James T. Vaughn Correctional Center

1181 Paddock Road, Smyrna, DE 19977

Opened 1971	Males only
Original capacity	441 Beds

Several expansions

Current

Design Capacity	2146 Beds
Operating Capacity	2601 Beds
Average Daily Population	2554

Sussex Correctional Institution

Route 113, Georgetown, DE 19947

Opened 1931	Males only
Original Capacity	202 Beds

Several expansions

Current

Design Capacity	948 Beds
Operating Capacity	1149 Beds
Average Daily Population	1152



Warden Mike DeLoy

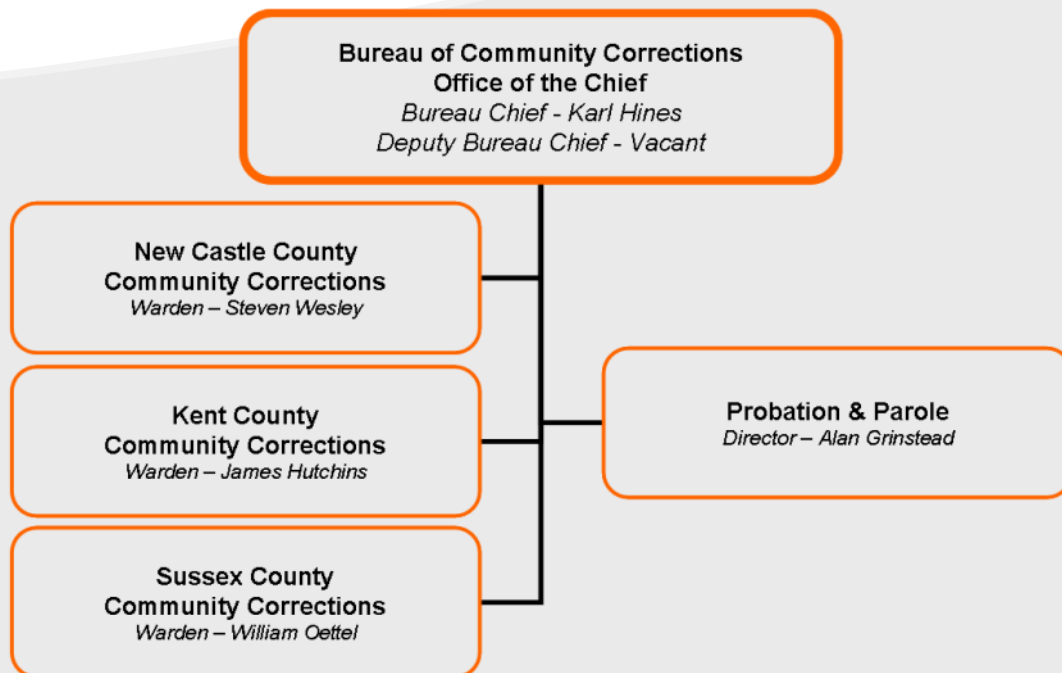
Bureau of Community Corrections



Karl Hines, Bureau Chief

The Bureau of Community Corrections supervises individuals in seven facilities and in the community. The Bureau is also involved with other law enforcement agencies, state agencies, and community groups to better serve the public. This includes partnering with Delaware State Police, Wilmington Police, Dover Police, and New Castle County Police in the Safe Streets Program. Probation and Parole also works closely with the Division of Substance Abuse and Mental Health in addressing offender needs.

- The Bureau is responsible for approximately 1,050 individuals in the facilities and 17,220 in the community.
- In FY 09, officers conducted 16,067 intakes, 15,195 discharges, and 18,105 transfers between the SENTAC (Sentence Accountability) levels of supervision.



Bureau of Community Corrections

Offender work crew assisting the Department of Natural Resources & Environmental Control



SENTAC Levels

ADMINISTRATIVE SUPERVISION - Level I

Offenders assigned to Level I are placed in the least restrictive form of supervision under the SENTAC sentencing system. These are generally first time offenders who pose little risk of re-offending.

PROBATION and PAROLE - Level II

Level II is the standard Probation/Parole supervision program. Offenders on Level II supervision are to meet with their Probation Officer on a regular schedule to comply with contact requirements based on risks/needs assessments.

INTENSIVE SUPERVISION - Level III

The Intensive Supervision Unit (ISU) represents Level III of the SENTAC alternatives to incarceration. The purpose of the ISU is to closely supervise adult offenders in the community to prevent further criminal behavior while sentences are being served. Supervision is frequent and intense while also assisting the offender in making a successful return to the community.

PRETRIAL SERVICES

Pretrial Services provides the courts with bail recommendations based on screening interviews with newly arrested and detained individuals. After the initial screening, follow-up interviews and recommendations are made at preset intervals. Presentence reports are completed as requested to the Wilmington Municipal Court. All pretrial services occur prior to a SENTAC Level being established for an individual.

COMMUNITY WORK PROGRAM

Offenders placed in this program perform various types of labor at non profit organizations in order to satisfy special conditions of supervision and/or to be relieved of court ordered assessments.

DAY REPORTING CENTER

The Day Reporting Center concept is designed to provide intensive supervision with treatment program participation to improve the transition of high risk offenders from incarceration to the community.

HOUSE ARREST PROGRAM - Level IV

House Arrest is a community custody program which is for offenders who are to be restricted to an approved residence in which specific sanctions are to be imposed and enforced. The House Arrest Program is administered by Probation Officers, and includes continuous electronic and direct surveillance.

Bureau of Community Corrections

Bureau of Community Corrections Mission

- To promote public safety through the effective supervision of offenders placed under community supervision, SENTAC Levels I-IV;
- To provide supervision, programs and treatment services that promote long-term self-sufficient, law-abiding behavior by offenders and to support efforts to make victims whole in accordance with Delaware law.

CHANGES IN THE BUREAU OF COMMUNITY CORRECTIONS

“...promoted to Bureau Chief of Community Corrections...”

Karl Hines was promoted to Bureau Chief of Community Corrections on April 1, 2009. He started his DOC career as a counselor in 1981 before becoming a Probation & Parole Officer in 1985. Hines became a Probation & Parole Supervisor in 1987 and worked his way to Pre-Trial/Pre-Sentence Manager in 1994. In 1999 he became Regional Manager of the Department's Northern New Castle County Adult Probation & Parole Office (formerly Wilmington Probation and Parole). He was appointed Deputy Bureau Chief in 2008. Hines replaced Noreen Renard, who retired after more than 30 years with the DOC.



Karl Hines, Bureau Chief

Bureau of Community Corrections



Bruce Williamson, Deputy Warden

"...promoted to Deputy Warden of New Castle County Corrections..."

Bruce Williamson became Deputy Warden of New Castle County Corrections on March 1, 2009. His career with the Department of Correction spans 25 years, with most of that time spent in Community Corrections. He started as a Correctional Officer in 1983, was promoted to Correctional Lieutenant in 1987, Staff Lieutenant in 1990 and Captain in 2000. Williamson replaced former Deputy Warden Elizabeth Neal, who retired from the Department.

"...became Warden of Kent County Community Corrections . . ."

Jim Hutchins became Warden of Kent County Community Corrections on May 31, 2009. He previously served as Deputy Warden for KCCC, a position he held since 2000. He joined the DOC in 1979 as a Correctional Officer and was promoted to Correctional Support Services Officer in 1992. In 1998 he was reclassified to Captain. Hutchins replaced former Warden Vince Bianco, who retired from the Department.



Jim Hutchins, Warden

Bureau of Community Corrections Facilities



**New Castle County Women's
Work Release and Treatment Center
660 Baylor Boulevard
New Castle, DE 19720**

The New Castle County Women's Work Release and Treatment Center is the State's first Level IV center dedicated to the substance abuse treatment for the female offender population. Eighty-eight (88) beds are available for women to participate in the CREST residential treatment program. The facility opened in 2005 and has a bed capacity of 96.

**Webb Community Correction Center
200 Greenbank Road
Wilmington, DE 19808**

Webb first opened as a correctional facility in 1932. In 2007, the facility was converted to a Level IV community correctional center with an operating capacity of 109 beds.



Bureau of Community Corrections Facilities



**Northern New Castle County Adult
Probation & Parole Office**
314 Cherry Lane
New Castle, DE 19720

This facility opened in January 2008. From this location staff supervise SENTAC Levels II, III and IV offenders in the community. Specialized caseload supervision at this facility includes sex offenders, domestic violence, Boot Camp and CREST After-care. This office is also the base for Safe Streets and the Governor's Task Force units throughout New Castle County.

Plummer Community Correction Center
38 Todds Lane
Wilmington, DE 19805

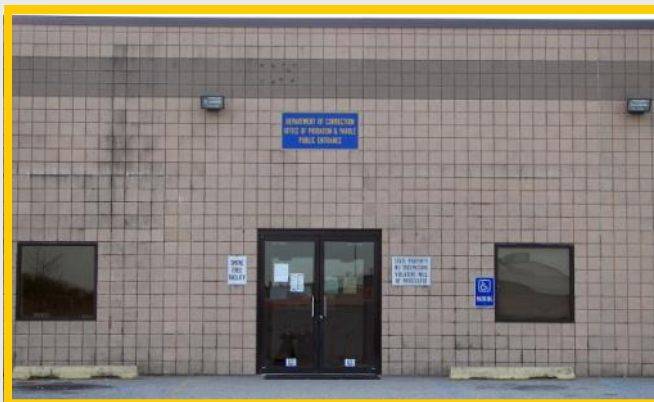
The Plummer Community Correction Center opened in 1972. The facility manages and supervises male and female offenders who are participating in work release, the CREST, a residential substance abuse program or intensive community supervision.



Bureau of Community Corrections Facilities

Central Violation of Probation Center 825 Smyrna Landing Road Smyrna, DE 19977

The Central Violation of Probation Center is a 250-bed Level IV facility housing the CREST residential drug treatment program. It opened in 2000.



New Castle Probation & Parole 26 Parkway Circle New Castle, DE 19720

The New Castle Probation & Parole office opened in 1996. It supervises Levels II and III offenders in the mid to southern part of New Castle County.

Bureau of Community Corrections Facilities

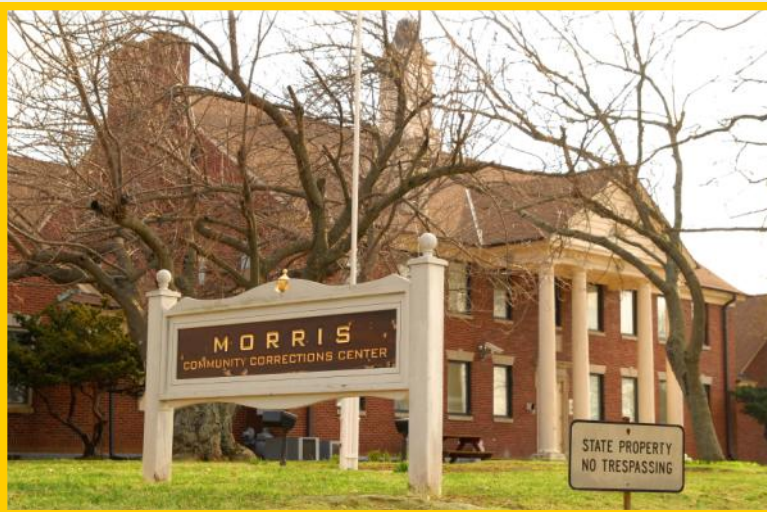
Dover Probation & Parole 511 Maple Parkway Dover, DE 19901

The Dover Probation and Parole office relocated to its current address in 1994. Probation and Parole officers supervise Levels I - IV offenders in the community. Specialized caseloads include sex offenders, domestic violence, Boot Camp and CREST After-care. The Kent County Governors Task Force and Dover Safe Streets operations are supervised at this location along with administrative caseloads such as intake, institutional release, Level I and pre-trial.



Morris Community Correctional Center 300 Water Street Dover, DE 19901

The Morris Community Correctional Center was renovated in 1999 to a 150-bed, Level IV facility, housing both male and female offenders. The offenders are participants in the CREST substance abuse treatment program or work release program. The building's history dates back to 1932 when it opened as the Kent County jail. It was later named Kent Correctional Center, then became Delaware Youth Center, and then in 1977, reverted back to an adult facility and renamed Morris Correctional Institution (MCI) until the 1999 renovation.



Bureau of Community Corrections Facilities



Sussex Work Release Center
23207 DuPont Blvd
Georgetown, DE 19947

The Sussex Work Release Center opened in 1989 and has an operating capacity of 244. It houses male and female offenders who are participating in CREST residential treatment or work release program.

Sussex Violation of Probation Center
23207 DuPont Blvd
Georgetown, DE 19947

The Sussex Violation of Probation Center opened in 1999 and has an operating capacity of 300. It's a Level IV facility for offenders who have violated the terms of their probation. The violations are technical rules of their supervision, not the commitment of new criminal offenses. The SVOP operates under a highly regimented program of discipline, behavior modification and community service.



Bureau of Community Corrections Facilities



Georgetown Probation & Parole
546 South Bedford Street
Georgetown, DE 19947

Georgetown P&P has been housed at the Georgetown State Service Center since 1995. Standard Level II and Level III offender caseloads are supervised at this location. In addition, other specialized caseloads are supervised at this location including Boot Camp, CREST/TASC, domestic violence, SCRAM and sex offenders.

Sussex Day Reporting Center
22883 DuPont Blvd
Georgetown, DE 19947

The Sussex Day Reporting Center opened in the fall of 1997. The Sussex County Governor's Task Force and the Sussex Street Unit operations are supervised at this location as well as administrative caseloads to include: intake, institutional release, Level I and pre-trial.

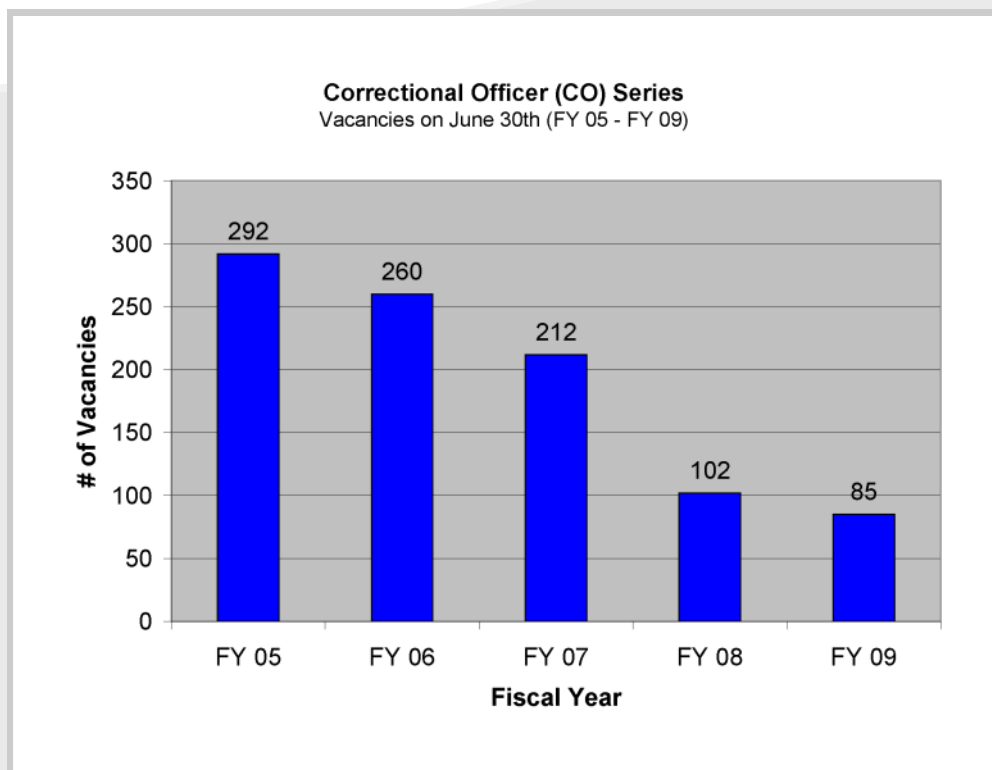
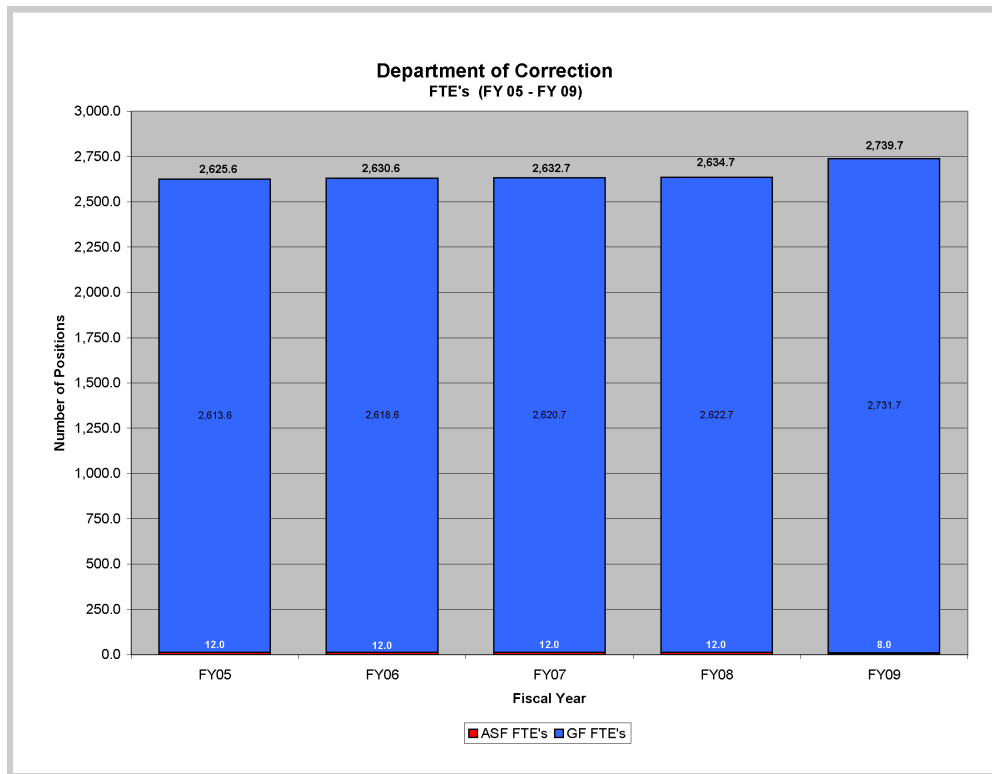


Seaford Probation & Parole
Shipley State Service Center
350 Virginia Avenue
Seaford, DE 19973

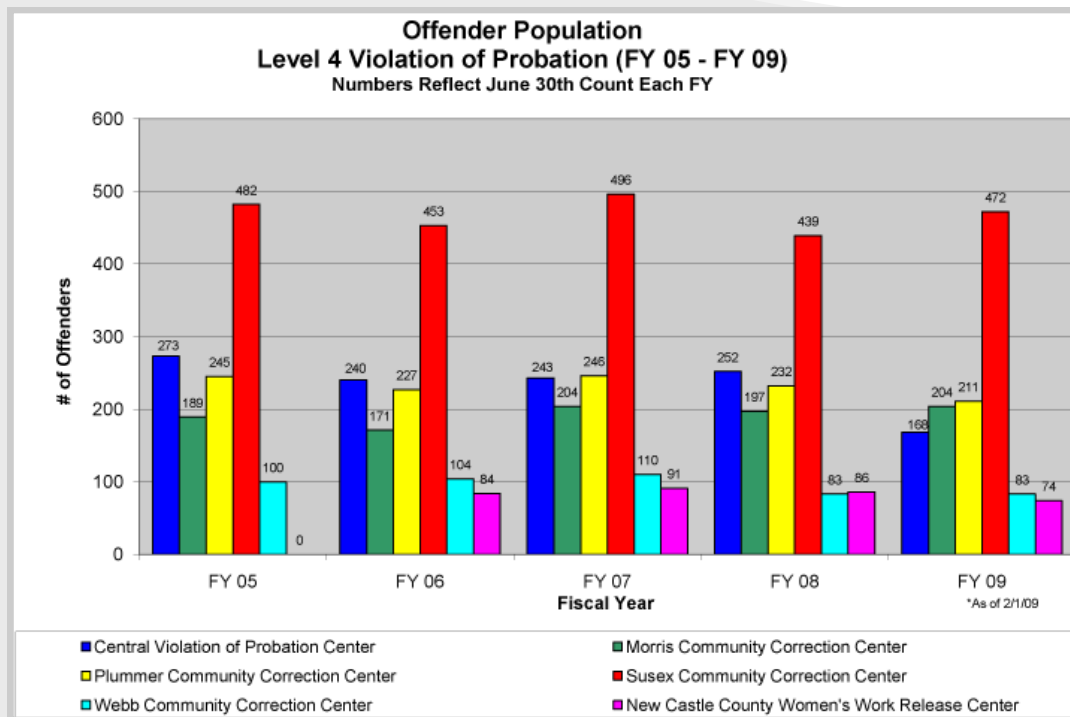
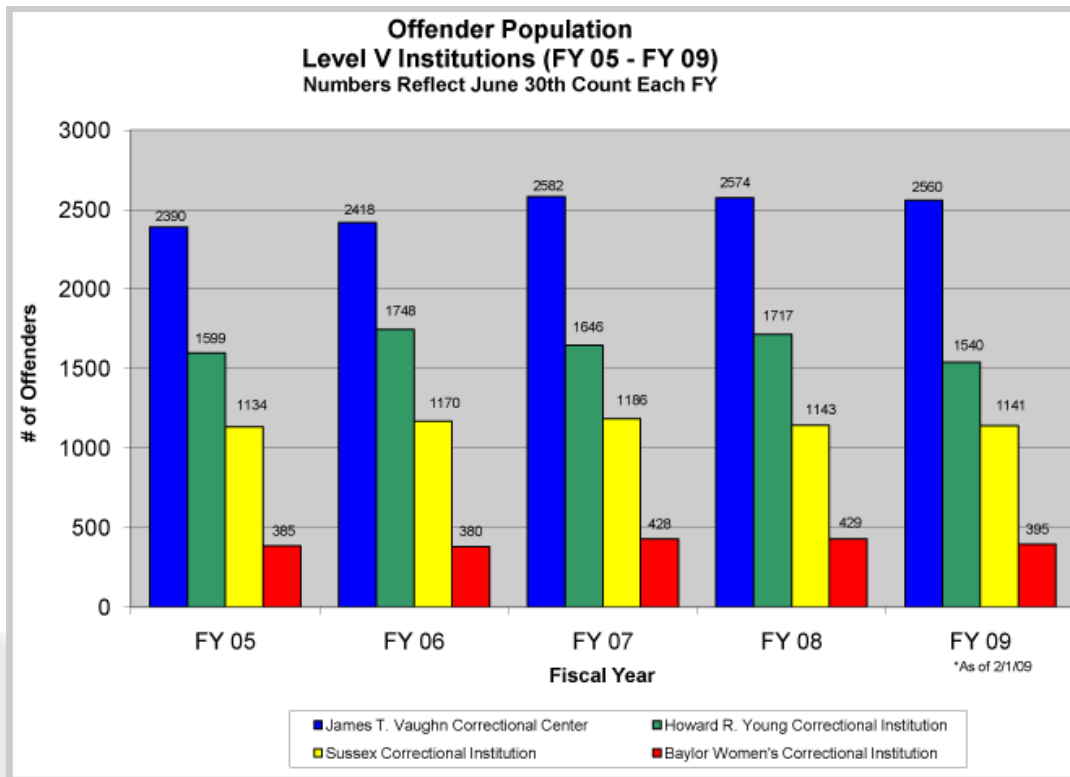


Seaford P&P has been housed at the Shipley State Center since 1986. In addition to Standard Level II and Level III offender caseloads, the following specialized caseloads are supervised at this location: CREST/TASC and sex offenders.

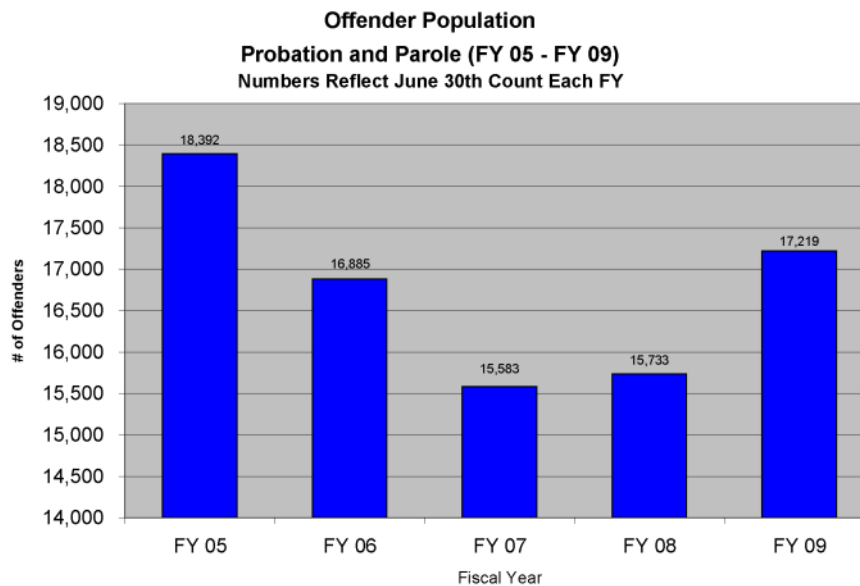
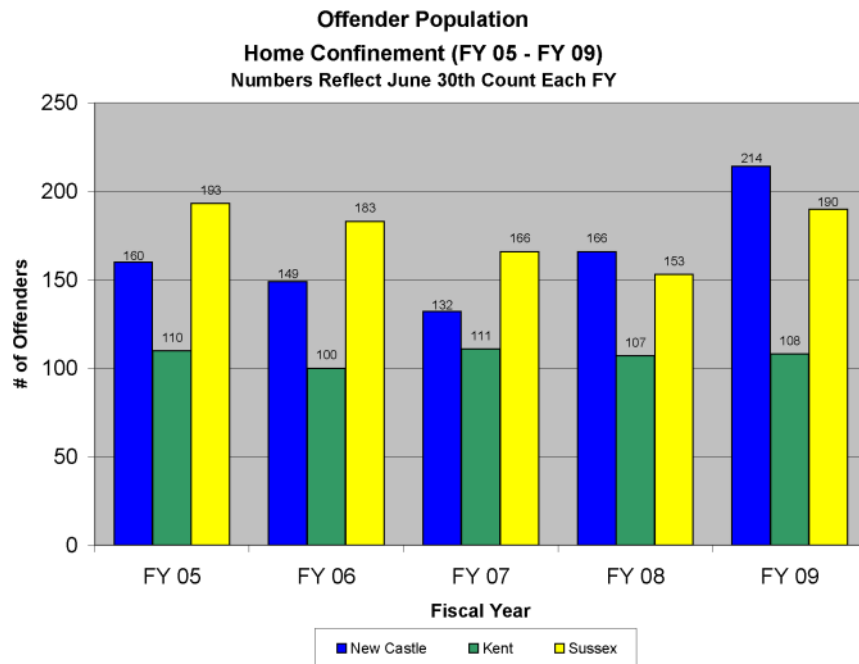
Department Staff & Vacancies



Population Statistics



Population Statistics

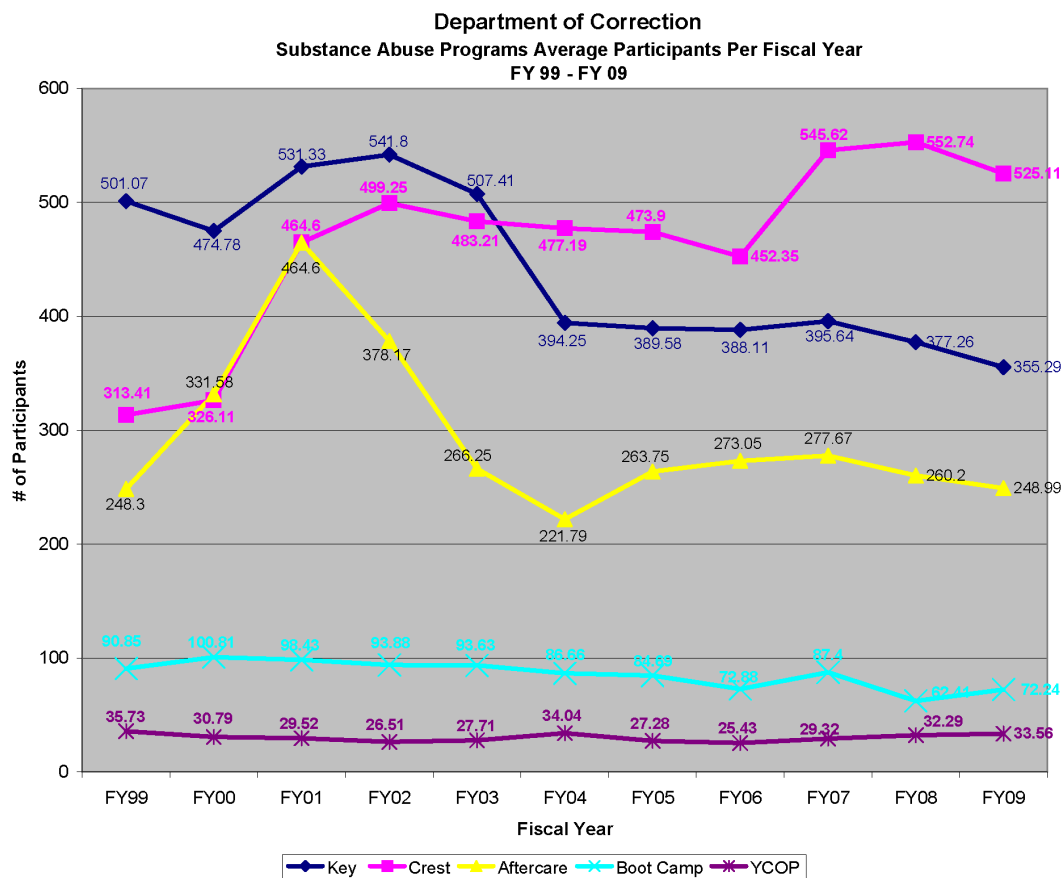


Population Statistics

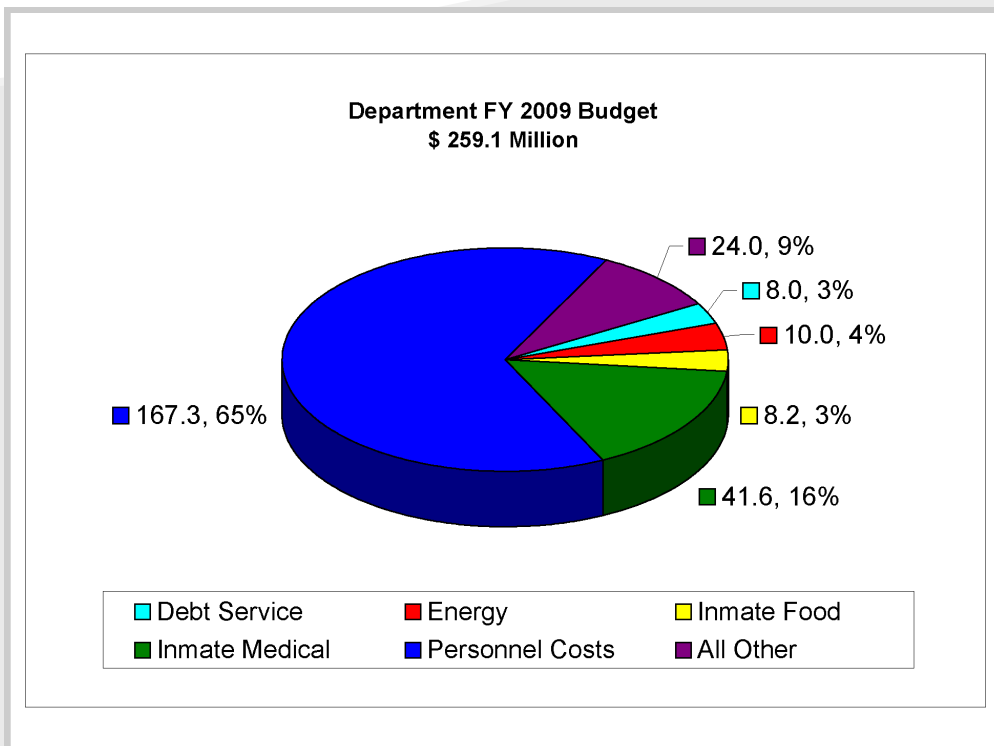
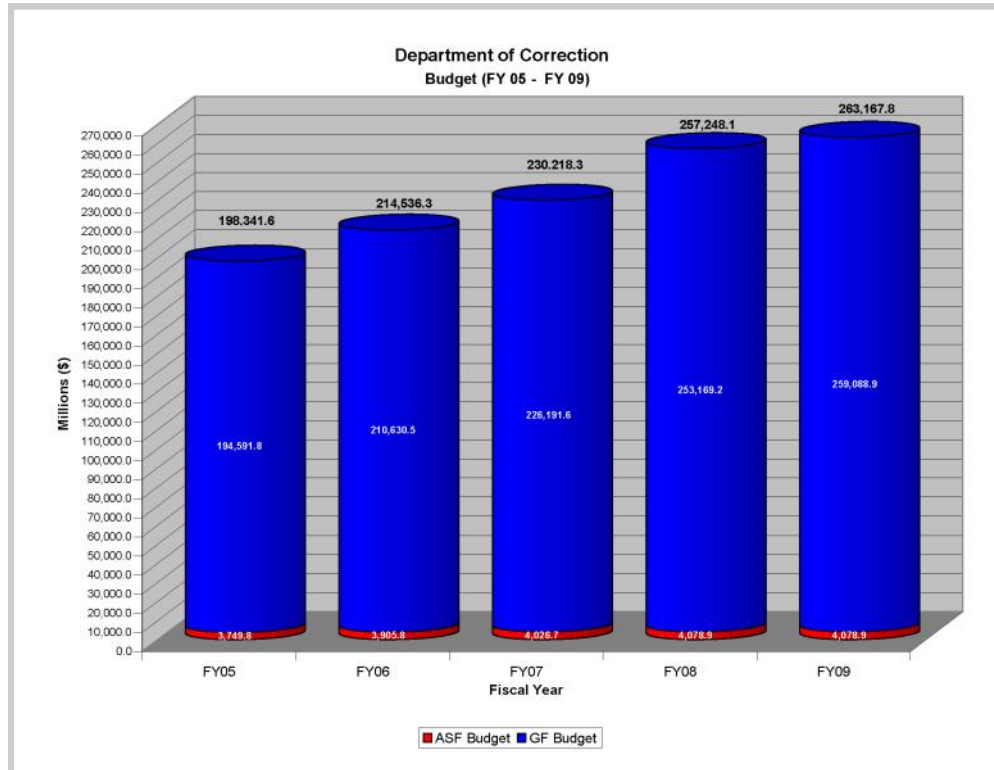
The graph below represents the actual participation in each of the programs listed.

It does not include offenders who are participating in other Department substance abuse programs not affiliated with the substance abuse provider, Civi-Genics.

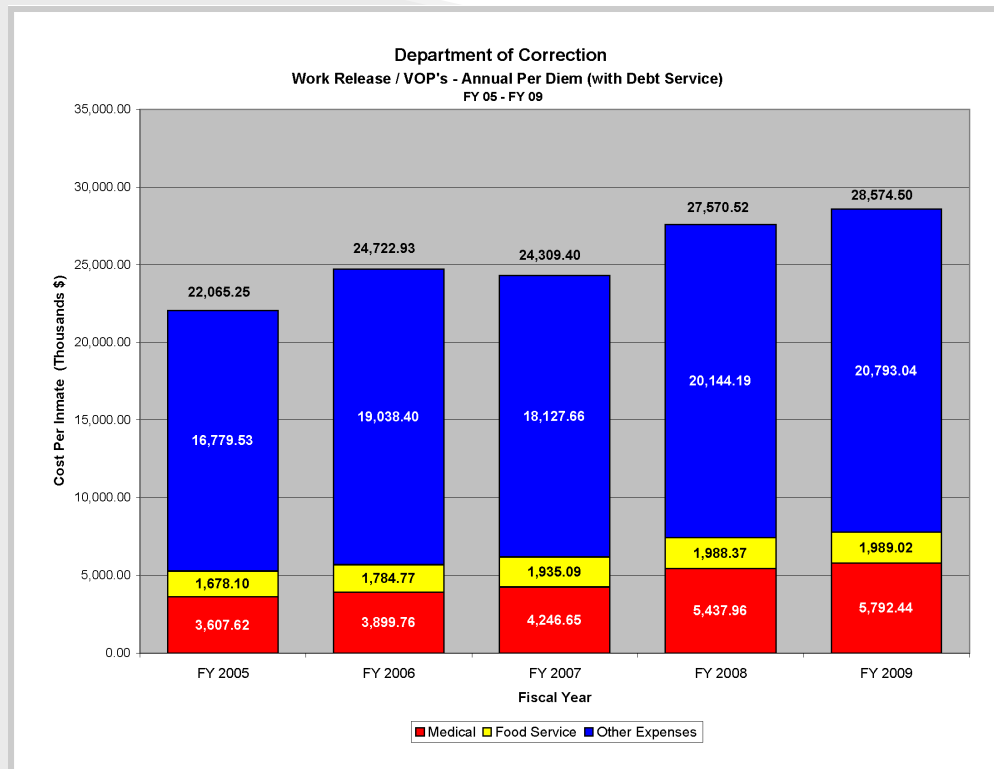
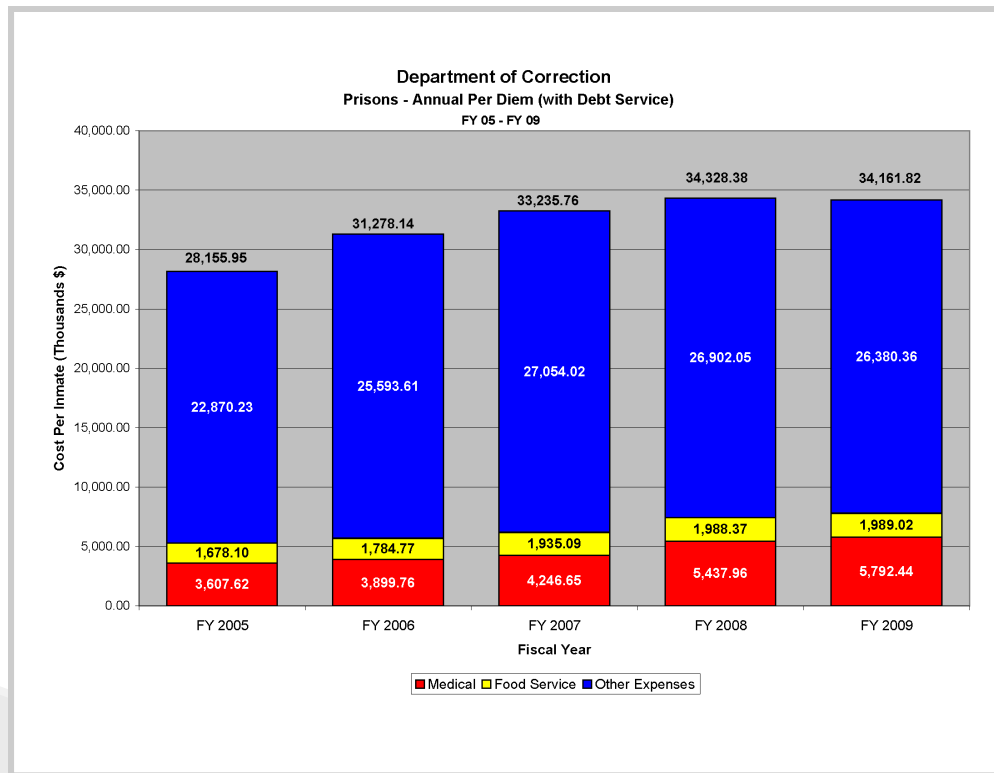
Also note that CREST Program beds turn over twice a year.



Department Budget



Department Budget



Offender Programs

Correctional Industries Garment Shop at JTVCC



Delaware Correctional Industries

Delaware Correctional Industries (DCI) employs approximately 200 offenders in transferable market skill set or trade certification positions supporting its vehicle maintenance, printing, garment manufacturing, office systems and recycling operations. DCI is led by Director Carl Barker, who is the immediate past-president of the National Correctional Industries Association and American Jail Industry Association. Barker has more than 25 years of offender re-entry program experience. In August 2008, DCI hosted a trade show for state agencies and non-profit groups to showcase its services.

Offender Programs

The primary focus of DCI is to help develop marketable job skills for offenders, to teach work ethics, and to prepare offenders to apply those principles upon re-entry. DCI is working together with the Delaware Department of Education to provide opportunities for educational advancement for offenders.



Programs currently part of DCI are:

- Automotive department, where inmates work towards becoming A.S.E. certified mechanics
- Office furniture
- Small appliance repair
- Print shop where inmates can achieve an apprenticeship in printing
- Sign shop
- Concrete fabrication department where apprenticeships are available in concrete finishing as well as carpentry
- Furniture shop that includes refinishing and upholstery
- Garment shop that includes silk-screening



DCI Automotive Shop at JTVCC



DCI Furniture Shop - Upholstery Work

Offender Programs

BWCI Inmates are making sweaters for needy kids as part of the Knit for Kids Program



The Department of Correction recognizes the vital importance of substance abuse treatment for offenders. The ultimate goal of these programs is to reduce recidivism. Because more than 80 percent of offenders are substance abusers, the DOC offers programs at every level.

These Therapeutic Communities are the Key, CREST and CREST Aftercare. The services are contracted out and overseen as part of the Medical/Treatment unit.

Offender Programs

Substance Abuse Treatment Through Therapeutic Communities

Program Name	Location	Beds	Program Length	Clients Served	Daily Programming
Greentree	SCI	54	6-12 months	Adult males	In Prison Therapeutic Community
Key North	HRYCI	200	9-18 months	Adult males	In Prison Therapeutic Community
Key Village	BWCI	96	12-18 months	Adult females	In Prison Therapeutic Community
Key South	SCI	120	9-18 months	Adult males	In Prison Therapeutic Community
CREST North	PCCC	128	6-9 months	Adult males	Modified Therapeutic Community
CREST North for Women	WWRTC	88	6-9 months	Adult females	Modified Therapeutic Community
CREST Central	MCCC	250	6-9 months	Adult males	Therapeutic Community
CREST South	SCCC	100	6-9 months	Adult males & females	Modified Therapeutic Community
Aftercare Services	New Castle, Kent and Sussex Counties	280	3-6 months	Adult males & females who have completed a Key or CREST program	Outpatient Counseling and Case Management
6 for 1 Detentioner Program	HRYCI	80	Minimum of 45 days	Adult Males – Jail or Detention program ONLY	Modified Therapeutic Community
Boot Camp	SCI	100	6 months	Adult males and females	Substance Abuse Education
YCOP	HRYCI	40	6 months	Juvenile males from ages 16 - 18	In Prison Therapeutic Community

Offender Programs

Treatment

In addition to the many programs available to offenders to address their issues with substance abuse and their educational/vocational needs, DOC counselors provide treatment through a multitude of groups and through individual counseling sessions to enhance the offender's rehabilitation. Treatment opportunities are also made available through the commitment by the many volunteers who conduct programs inside the prisons.

Treatment Programs

*Pre-Release Programming ♦ Project Aware ♦ Child, Inc.
Narcotics Anonymous ♦ Alternatives to Violence
Family Problems ♦ Thresholds ♦ Thinking For a Change
Alcoholics Anonymous ♦ Greentree ♦ Gamblers Anonymous
NAACP ♦ Braille ♦ Substance Abuse Reality ♦ Victim Sensitivity
Parenting ♦ Goal Setting ♦ Self-Esteem ♦ Public Speaking
Leadership*

Religious Services

The Delaware Department of Correction (DOC) provides a wide range of faith-based programs to all inmates in state correctional facilities. Religious services and programs assure that inmates have the opportunity to practice the basic tenets of their religion. Religious services and programs promote high morals, encourage positive lifestyle changes and can play a critical role in an inmate's rehabilitation.



Offenders worshipping in the chapel at SCI

Full or part-time chaplains serve each of Delaware's Level V facilities, and over 800 individuals volunteer their time, talent and energies to provide these services.

Offender Programs

Inmate Garden at BWCI



The Department utilizes all opportunities to ensure that the time spent in prison is productive and provides meaningful work for offenders.

Through the joint efforts of the Department and local governmental and community groups, offenders work in: community service projects that benefit towns, churches, non-profit organizations, American Legions, senior and recreation centers, schools, and cemeteries.

Services offered include:

- ♦ Grass cutting, vehicle maintenance, shrink-wrap recycling, beach grass replenishment, a firewood program, a butcher program and farm operations.

Offender Programs

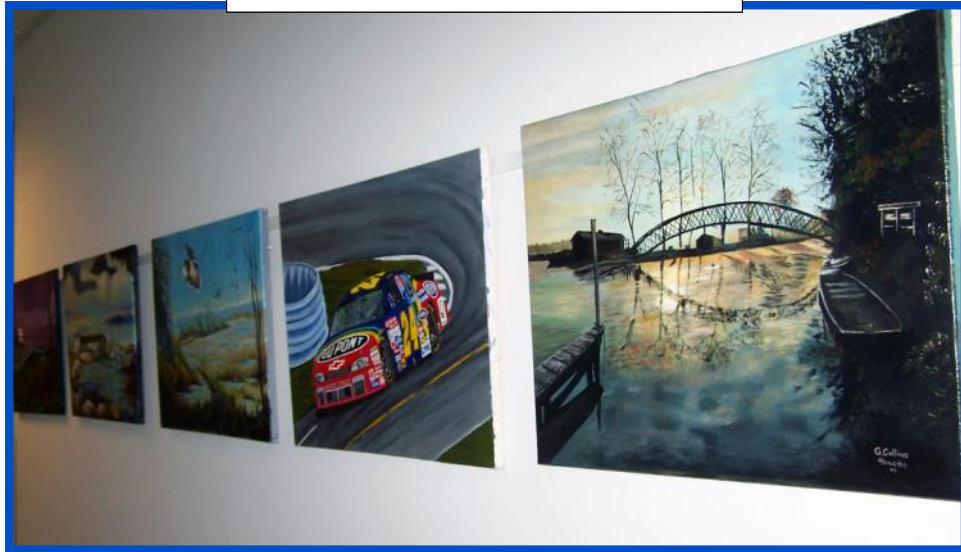


James T. Vaughn Correctional Center Prison Arts Program (PAP)

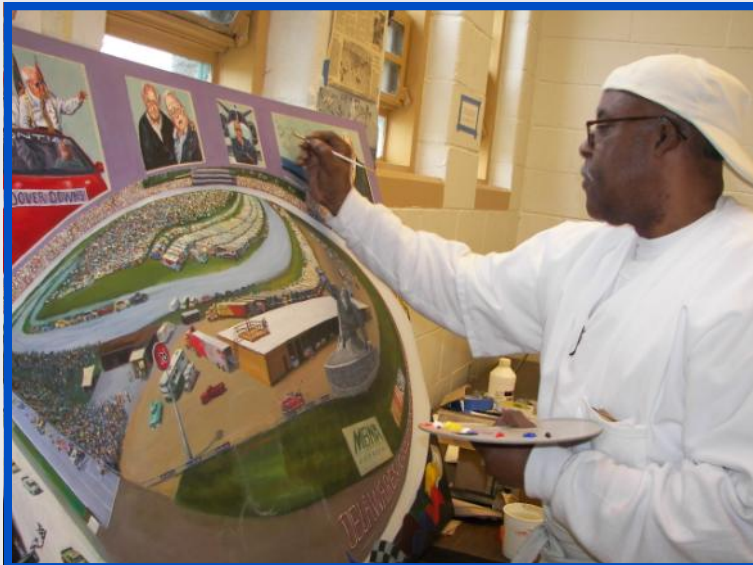
The Prison Arts Program has been an active part of the Delaware Department of Correction since 1979. Under the direction of Carmita Kelley, the Correctional Arts Program Coordinator since 2004, the PAP currently offers inmates four different art classes, each lasting approximately six weeks.

Offender Programs

Inmate Art is displayed for sale to public



Offenders must meet strict guidelines to participate in the program. Many finished pieces of artwork are framed, matted and made available for sale. When artwork is sold, a percentage of the proceeds from each sale is deposited into the inmate artists' commissary account.



Roy Hickman, a sentenced offender at JTVCC, instructs classes in the Prison Arts Program

Classes offered include:

- Introduction to Portrait Drawing
- Basic Drawing
- Beginners Painting
- Advanced Painting

The Correctional Arts Program continues to show that creativity can survive behind bars and provide a therapeutic outlet for inmates.

Offender Programs



Prison Adult Education

In July 2000, the Department of Education (DOE) assumed responsibility for Prison Adult Education. Twenty-eight new positions were authorized for the DOE to manage the Prison Adult Education Program.

Offenders may also earn Certificates of Educational Attainment (CEA) and enroll in courses offered through Delaware State University or the Annenberg/CPB courses.

Offender Programs

The following educational programs are offered:

- Adult Basic Education (ABE)
- General Educational Development (GED)
- High School Diploma (offered through James H. Groves)
- Postsecondary education
- Life Skills
- English as a second language
- Distance learning
- Vocational skills in Computers, Carpentry and Masonry

Programs Offered	
Number tested to determine educational needs	1,680
Number enrolled in Academics, Vocation and Life Skills	1,897
Number of GEDs earned	155
Number of HS Diplomas earned	83
Number of CEAs	590
Number of Vocation Certificates	666
Number of Life Skills completed	278
Number of Distance Learning participants	23

“Inside-Outside” College Course

The Delaware Department of Correction and the University of Delaware (UD) were honored by one of the nation’s principal organizations for continuing higher education for a college course that brought together college students and sentenced offenders to learn and exchange ideas. The University Continuing Education Association (UCEA) Mid-Atlantic Region, acknowledged the DOC/UD in the category of Programs for Special Populations.

The course “Drugs and the Criminal Justice System: An Inside-Outside Perspective” is taught at the Women's Work Release and Treatment Center in New Castle. It has been taught since 2005 and 75 UD students and 45 offenders have completed the course.

Staff Awards & Recognition

2008 DOC Employees of the Year



Staff Employee of the Year
Kimberly Girantino



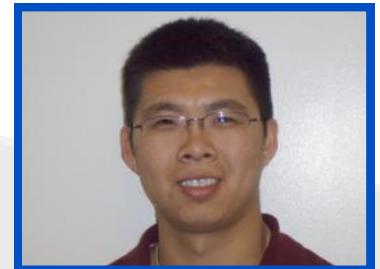
Supervisor of the Year
Cathy Escherich



Commissioner's Award
Richard "Tim" Isaacs



**Probation & Parole
Officer of the Year**
Georgiana Staley



**Correctional Officer
'New Badge' of the Year**
Cong Dinh



**Correctional Officer
of the Year**
Cpl John Moore

Staff Awards & Recognition

State Employees' Charitable Campaign Super Givers Award

Cpt. Michael Atallian (SCI)

State Employees' Charitable Campaign Best Team Captains

Keith Twyman & Don Scott (JTVCC)

Special Events Committee Certificate of Appreciation

Cheryl Arsenault, Shelly Conboy, Christine Dulin, Lea Dulin, Jessica Forand, Winna Johnson, Jessica Pantoja, Cathy Pearson, Nora Stallings & Ed Synoski (All from the Admin Bldg)

Governor's Team Excellence Recognition

Riverview Cemetery Clean-Up Team from Plummer and Webb Community Corrections Centers & Safe Streets, Unit 407

Probation & Parole Director's Award

Carlo Pini, Melissa Kearney & James Emory (All with New Castle County Probation & Parole)

Golden Arm Award

Angela Almonte (PCCC), Tammy Ament (Dover P&P), Rodney Carson (Dover P&P), Terry Chike (JTVCC), Tony Dezzi (Dover P&P), Christine Dulin (BOP), Wendy Duvall (HRYCI), Amelia Gauani (BWCI), Teresa Glass (Dover P&P), Mike Gomez (Dover P&P), Stephanie Jester (Dover P&P), Evon Lake (BWCI), Courtney McCarty (BMS), JoAnn McGregor (Dover P&P), Cortney McNatt (Dover P&P), Richard Norwood (SCCC), Donna Oliphant (Sussex P&P), Elaine Parson (JTVCC), John Sebastian (Dover P&P), Candace Shetzler (Dover P&P), Trisha Simpler (JTVCC), Brenda Solloway (BMS), Greg Taraila (Dover P&P), Donna Tregoe (SCI) & Mercedes Vallain (JTVCC)

Golden Key Award

Cindy Atallian (JTVCC), Veronica Burke (SCI), Doug Davis (SCCC), Tony Hill (NCCCC), Calysta Queener (NCCCC), James Simms (JTVCC), Mary Trala (NCCCC), Jacqueline Whilby-Rice (HRYCI), Jessica Williams (BWCI) & Edward Yankwitt (EDC)

Special Forces Award

Darren Carter (NCCCC), Michael Cocuzza (NCCCC), Wayne Dial (SCCC), Kevin Dunlap (NCCCC), John Hiliard (SCCC), Kevin Hunter (NCCCC), Jay King (SCCC), Travis Lowe (SCCC), David Miller (NCCCC), John Moyer (NCCCC), Eric Reuther (SCCC), Tyrone Stokes (NCCCC), Thomas Wassum (NCCCC) & Wayne Wilson (NCCCC)

Facility Key

Admin Bldg: DOC Administration Building

BMS: Bureau of Management Services

BOP: Bureau of Prisons

BWCI: Baylor Women's Correctional Institution

Dover P&P: Dover Probation & Parole

EDC: Employee Development Center

HRYCI: Howard R. Young Correctional Institution

JTVCC: James T. Vaughn Correctional Center

NCCCC: New Castle County Community Corrections

PCCC: Plummer Community Corrections Center

SCCC: Sussex Community Corrections Center

SCI: Sussex Correctional Institution

Sussex P&P: Sussex County Probation & Parole

Warden Award

Samuel Bane (JTVCC), Rodney Callender (JTVCC), Charles Carter (JTVCC), Bruce Davis (BWCI), Mark Daum (JTVCC), Kennard Demby (NCCCC), Sean Dial (NCCCC), Angela Endress (BWCI), Michael Ewasko (NCCCC), Zachary Folke (JTVCC), Denise Greer (BWCI), Jeff Hansen (NCCCC), James Herman (NCCCC), Desiree Iglesia (JTVCC), Carol Jefferson (HRYCI), Michael Maans (JTVCC), Timothy McCrary (JTVCC), Edward McGee (JTVCC), Cindy Murray (SCCC), Luisa Otero (JTVCC), James Satterfield (JTVCC), Alen Sturgis (SCI), John Teliho (JTVCC), Linda Valentino (JTVCC), Thomas Wassum (NCCCC), Thomas White (JTVCC) & Dana Williams (JTVCC)

Staff Community & Military Service

Delaware Department of Correction Proudly Serves

The following Department of Correction Employees
were on military leave during FY 2009

Robert Aspinall
Peter Ayers
Marquita Barr
Seth Beck-Simpler
Andrew Brooks
Jeffrey Cannon
Leslie Carter
Donald Catalon
Shawn Coho
Stephanie Curtis
Tracy A. Davis (Moore)
Daniel Devern
Timothy Drake
Walter Dymowski
Jesse L. Evers
Robert Ferguson
Michael Fields
Roland Fitzgerald
Daniel Furedi
Osborne Goodall
Vincent Hazzard
Bryant Johnson
Matthew Johnson
Samuel Johnson
Timothy Jones
Victor Kaburia



Staff

Community & Military Service

Delaware Department of Correction Proudly Serves

The following Department of Correction Employees
were on military leave during FY 2009

(Continued)

Robert Kelley

Ivan Kobets

Michael Krolick

David Kuntzi

Harry Legates

Barnabas Malawi

John Martin

Roger McCall

Kevin McClure

Mary Linda McMahan

Dennis Moore

Harry Mullinax

Stefan Richburg

John K. Ryan

Carmelino Seaton

Karl Sturgill

Brandon Swanson

Clifford Terrell

Teresa Thomas

Valentino Thorne

Christopher Welch

Oliver West

Sonya Williams

Stephen Wus

Matthew Zapata



Staff

Community & Military Service



Georgiana Staley, Jeff Lehnert and Ryan Braswell from Probation & Parole sort jackets for operation ZiPPup

Probation & Parole Officers Collected Winter Clothes for Needy Delawareans

Delaware Department of Correction Probation & Parole officers had their second annual winter clothing drive to help Delaware families in need last year, collecting 275 coats, 25 hats and 20 pairs of gloves and mittens. The project, called “Operation ZiPP Up,” collected donations of new and gently used winter clothing at the state’s five regional Probation & Parole offices. Officers then delivered all the clothing to charities around the state for distribution to the needy during the winter months.

Legislative Accomplishments



Senate Bill 4 - Names the Worship Center/Multi-Purpose building at Baylor Women's Correctional Institution in honor of Fay and Norman Whittle who worked tirelessly for its construction.


House Bill 225 – Establishes the State Council for Adult Offender Supervision as required by the Interstate Compact for the Supervision of Adult Offenders.



Facility Contact Information

ADMINISTRATION	
Central Administration Building	(302) 739-5601
Employee Development Center	(302) 739-5601
NEW CASTLE COUNTY	
Baylor Women's Correctional Institution	(302) 577-3004
Central Violation of Probation Center	(302) 659-6100
Howard R. Young Correctional Institution	(302) 429-7700
James T. Vaughn Correctional Center (formerly Delaware Correctional Center)	(302) 653-9261
John L. Webb Community Correctional Center	(302) 995-6129
New Castle County Women's Work Release and Treatment Center	(302) 777-6800
New Castle Probation & Parole	(302) 323-6050
New Castle Day Reporting Center	(302) 323-6050
Northern New Castle County Adult Probation & Parole (formerly Wilmington Probation & Parole)	(302) 577-3443
Plummer Community Correction Center	(302) 761-2800
KENT COUNTY	
Dover Probation & Parole	(302) 739-5387
Kent Day Reporting Center	(302) 739-2338
Morris Community Correctional Center	(302) 739-4758
SUSSEX COUNTY	
Georgetown Probation & Parole	(302) 856-5243
Seaford Probation & Parole	(302) 628-2016
Sussex Boot Camp	(302) 856-5280
Sussex Community Correction Center	(302) 856-5790
Sussex Correctional Institution	(302) 856-5280
Sussex Day Reporting Center	(302) 854-6994
Sussex Violation of Probation Center	(302) 856-5790

Credits

The seal of the Delaware Department of Correction is a shield-shaped emblem. It features a central circular seal with the text "DELAWARE" at the top, "THE STATE" below it, and "CORRECTION" at the bottom. The years "1704 • 1776 • 1787" are inscribed around the bottom of the central seal. The shield is bordered by a yellow and blue design.

*Many thanks to all staff
members who contributed their
time
and efforts to the
2009 Annual Report*

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Brenda Solloway

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